**Water Leak Mitigation Request**

*In order for the Water Leak Mitigation Request to be considered, the past due amount on the account (prior to the leak) must be paid in full.*

<table>
<thead>
<tr>
<th>Requested by:</th>
<th>Account:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone No:</td>
<td>Work No:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

### Description of Request

<table>
<thead>
<tr>
<th>Statement of Requestor:</th>
<th>Water Leak Timeframe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Billed:</td>
<td>Amount Due to Leak:</td>
</tr>
<tr>
<td>Number of People Living at Address:</td>
<td>Date of Leak Repair:</td>
</tr>
<tr>
<td>Description of Leak and Location:</td>
<td></td>
</tr>
</tbody>
</table>

(Please use additional sheets if more space is required.)

_________________________  _______________________
Signature                    Date
Office Use Only

Finance Department Staff:

Date Received: Received by: __________________________

(Please Date Stamp Here)

Utility Clerk Statement: Date: ___________ Name: _______________

Historical Information: __________________________________________

Current Balance Due: $ ________  Past Due Amount: $ _________ Agreement? __

If agreement(s) exist, please give details: ____________________________

Recommendation: ________________________________________________

Public Works Statement: Date: ___________ Name: _______________

Historical Information: __________________________________________


Final Determination / Action

Brief Description of Determination: __________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Action to Be Taken: ____________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

APPROVED BY: __________________________________________________________

Signature __________________________ Title __________________________ Date _____________

Finance Department / Utility Billing Clerk:

Input By: __________________________________________ Date Action Taken: _____________

NOTIFICATION OF DETERMINATION

Date of Notification: __________ Notification: [ ] Mail [ ] Fax [ ] In Person [ ] Other __________________________

____________________________________________________________________________________

Signature/Title ____________________________________